



**"HOLDOVER"**

***"The basic publication changed; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remain unaffected."***

**Security**

**PERSONNEL SECURITY PROGRAM MANAGEMENT**

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**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY.**

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AFI 31-501, 2 May 94, is supplemented as follows. This directive applies to all units including tenants.

**2.1.** Security Police must be notified by the Security Manager, 81 MSS/DPMAR, or 81 MSS/DPMSO of personnel no longer requiring a personnel security investigation. Within five duty days after receipt of information (i.e., change of assignment requirements, discharge, etc.), notify 81 SPS/SPAIC by letter of clearance cancellation along with the reason for cancellation. NAF, Human Resources Office and Civilian Personnel Office (CPO) will notify 81 SPS/SPAIC in letter format when individuals resign or their employment is terminated along with the reason when investigations are pending. Procedures to process security clearance requests are as follows:

- Organizational security managers will notify nominees of investigative processing requirements upon their notification of need of investigation from either 81 MSS/DPMSO (Student Assignments), 81 MSS/DPMAR (Permanent Party Assignments), 81 SPS/SPAIC (Personnel Security), or 81 MSS/DPCS (Civilian Personnel). Nominees for security clearance investigations will report to their security manager (SM) or monitor to initiate AF Form 2583, Request for Personnel Security Action. The SM will give the nominee the following documentation and assist the individual in completing the forms.
- Electronic Personnel Security Questionnaire (EPSQ), SF Form 86, for ENTNACs, NACs, SSBI, and PRs required for security clearances.

- Electronic Personnel Security Questionnaire (EPSQ), SF Form 85, for NACs required for public trust positions.
- Detailed Instruction Pamphlet for Personnel Security Questionnaire (for the investigation requested).
- The SM will:
  - Have the nominee complete the EPSQ using the information contained in the Detailed Instruction Pamphlet for Personnel Security Questionnaire as a guide.
  - Instruct nominees to return all documents to the unit SM, completed and accurate, no later than 21 days from the notification of need for investigation. Failure to comply with this suspense is considered to be a failure/refusal to answer and is grounds for initiation of a Special Security File (SSF). The SM may extend this 21 day period for extenuating circumstances with the approval of SPAIC.
  - Review the completed documentation for accuracy and make corrections, additions, or deletions.

**2.1.2.** Students with "unknown" clearance data reflecting on the ASCAS roster will be identified by unit security managers to 81 SPS/SPAIC within five duty days from their arrival at Keesler AFB. The 81 MSS/DPMSO or 81 MSS/DPMAR will initiate a security clearance requirement letter on members with unknown clearance data upon receipt of assignment. 81 MSS/DPMSO will forward the original to the 81 TRSS/TTOS. 81 MSS/DPMAR will forward the

original to 81 SPS/SPAIC. The 81 TRSS/TTOS will forward an information copy to 81 SPS/SPAIC. Students identified in this manner will be given priority when calling 497th Intelligence Group. The security manager, 81 MSS/DPMO or 81 MSS/DPMAR, must ascertain if a current security clearance is contained within the Personnel Data System (PDS) and if the subject has any prior military service. All dates and breaks of military/federal service must be reported to 81 SPS/SPAIC at the time of notification.

**3.1.** Categorize civilian position sensitivities with respect to "Day-to-Day" access to classified information/material by the Unit Commander.

3.1.1. Submit request for exception by letter to 81 SPS/SPAIC NLT five duty days prior to appointment. Requests must be signed by the unit commander or staff agency chief requesting the exception. 81 SPS/SPAIC will determine an emergency exists and will conduct a Security Police Records Check. 81 MSS/DPCS must provide our office with date of submission of National Agency Check With Written Inquiries (NACI). The letter must contain:

- Justification for filling the position before receipt of security clearance.
- Name, SSAN, and any past security clearance data of the employee projected to fill the position.
- The procedures the unit has taken to prevent the uncleared employee from having access to classified material/information through restructuring the individual's work duties.

**Note:** If an Emergency Position waiver is requested, the unit should have justification for requesting an interim security clearance.

3.3.3. The Chief or Deputy Chief, Morale, Welfare, and Recreation Division is authorized to approve the hiring of personnel prior to return of a favorable NAC and Local Agency Check (LAC) in accordance with AFMAN 34-310. Document this approval in block 1 of AF Form 2548 by indicating "Approved placement prior to favorable completion of NAC and LAC. Employee will remain under carefully regulated direct and constant supervision of a cleared individual until completion of NAC and LAC." Do not place personnel into a position of trust prior to acceptance of all security related documentation by 81 SPS/SPAIC.

**4.1.** Unit security managers must use all available means possible to verify dates and breaks of military/federal service prior to request for recertification of a previously awarded security clearance. This can include DD Form 214 (Certificate of Discharge), PC III, OPF (civilians), and UPRG (military). SF 85, 86, DD Form 398 and 398-2 are not valid sources of verification.

4.1.1. (Added) Utilize the PC III tracer system for requesting recertification of clearance eligibility. The request should include year/month/date of all dates of military/federal service, date of birth, place of birth, any name changes, whether reserve status was active or inactive, grade, and social security number.

**5.2.** Record the local files check (LFC) on the AF Form 2583. Nominees will take the AF Form 2583 to the Keesler Medical Group, Physical Exams, after obtaining their medical records at the Records Section. The Physical Exams clinical technician will check the nominee's medical records for any type of derogatory information. If no derogatory information exists, a Flight Medicine technician may sign section 18 of the AF Form 2583. If derogatory information exists, a mental health consultant may be required if deemed necessary. Provider will interview the nominee and annotate the derogatory information in item 30 of the AF Form 2583, along with a recommendation on whether or not granting a security clearance is in the best interest of the United States government. If no medical records exist, the security manager will so indicate in item 30 of the AF Form 2583. Personnel who have been certified under the Personnel Reliability Program (PRP) within the last 30 days need not accomplish the medical records check portion of the AF Form 2583; however, the security manager will annotate "AF Form 286, Personnel Reliability Certificate, attached" which must be given to 81 SPS/SPAIC during the processing of the EPSQ.

**8.1.** Military Training Flight commanders on G-series orders may establish Special Security Files (SSF) on assigned personnel.

8.1.1. The unit commander or staff agency chief will not notify a member of establishment of a Special Security File if it would jeopardize an ongoing investigation.

**8.3.** Use AF Form 2587, Security Termination Statement, to terminate access to classified material. Ensure 81 SPS/SPAIC receives the AF Form 2587 when the subject is debriefed due to a Special Security File. **Note:** If access to classified material will not be suspended, notify 81 SPS/SPAIC.

**8.4.** Unit commanders or their designated representatives will notify 81 SPS/SPAIC when derogatory information, such as that contained in paragraph 8.1.2, is discovered on personnel in their units.

- The 81 SPS/CC via 81 SPS/SPAIC will notify a subject's commander when derogatory information surfaces that may impact the subject's clearance eligibility. The notification will be accomplished by letter. The unit commander determines if an SSF is warranted by completing the appropriate indorsement and forwarding same back to 81 SPS/SPAIC.

- If unit commanders have sufficient reason to doubt the validity of information or allegations, they may delay establishment of a SSF for 30 days with the approval of 81 SPS/CC. In all other circumstances where doubt isn't in question, a decision will be made within a 30-day suspense.
- 81 SPS/SPAIC will notify the appropriate commander or security manager when a report is received from the 497th Intelligence Group. Upon notification, the commander or designated representative will review the file, coordinate with the appropriate staff agencies (i.e., mental health, social actions, civilian personnel, etc.) and return the file to 81 SPS/SPAI with the recommended action.
- The 81 SPS/CC via 81 SPS/SPAIC will notify the 81 TRW/CC when a Special Security File is established.

**8.5.** The unit commander will prepare documentation necessary for the appropriate staff agencies to evaluate the SSF subject and monitor all evaluations to ensure the appropriate staff agency receives sufficient and accurate

information. The unit commander will also monitor all staff agency referrals to ensure that a timely completion date of all pertinent information and justification is met.

**8.6.** The unit commander will forward a copy of reassignment orders of the SSF subject to 81 SPS/SPAIC 30 days before the subject's reassignment. A copy of discharge orders will be provided to 81 SPS/SPAIC by the unit commander within three days of discharge.

**8.14.** When derogatory information exists (such as cited by para 8.1.2) at the time of discharge, the commander will forward all derogatory information and a copy of the subject's discharge orders to 81 SPS/SPAIC within three duty days of discharge. For civilian employees, 81 MSS/MSD will forward a copy of the SF 50, Notification of Personnel Action, within three duty days of accomplishment. 81 SPS/SPAIC will determine if there is sufficient justification to warrant forwarding the information to the 497th Intelligence Group for implementation of "Z" Code.

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